

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



LICENSE ENFORCEMENT INSPECTOR

(Announcement No. R-037-08)

Grade 13

Starting Pay: \$16.00 per hour– plus extensive benefits package

Monday through Friday

Position requires some evening and weekends hours

THE JOB:

Performs inspections, enforcement and administrative support in the area of business licensing. Investigates complaints relative to business licensing regulations, documents evidence found and takes appropriate actions; prepares information and gives testimony in court; reviews and approves or denies all taxicab license applications; Prepares correspondences, reports, lists and other documents as instructed and requested; Performs related duties.

MINIMUM

QUALIFICATIONS:

Associate's Degree in Public Administration, Business Administration or closely related field; three years experience in sales, cold calling, inspection or related type of work; or equivalent education and exp. Must pass exam to attain certification in drug and alcohol testing during probationary period. Must maintain certification for duration of employment as a License Enforcement Inspector.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations, as determined by medical exam.

APPLICATION

PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

OPENING DATE:

Wed., June 4, 2008

CLOSING DATE: Fri., June 13, 2008

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST